ACT Government
Education and Training

RTO Online User Manual

Training and Tertiary Education
Education and Training Directorate
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Everyone matters

Glossary of Terms

AAC	Australian Apprenticeships Centre
Australian Apprentice	Includes both Trainees and Apprentices
AVMS	ACT VET Management System
CASI	Competitive Allocations of Skills Initiatives
Directorate	Education and Training Directorate
DEEWR	Department of Education Employment and Workplace Relations
NOB	Notification of Business
RTO	Registered Training Organisation
Requirements	ACT Requirements for delivery of Australian Apprenticeships training 2011
STA	State (or Territory) Training Authority
TaTE	Training and Tertiary Education
TYIMS	Training and Youth Internet Management System
VET	Vocational Education and Training
VEERA	Vocational Education Enrolment and Reporting Application

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1. Introduction

RTO Online, available at http://www.det.act.gov.au/vetadmin, is a web application that enables Registered Training Organisations (RTOs) to search and view their active Training Contracts provided by the Education and Training Directorate.

RTO Online provides the following functionality:

- Notifications of Business (NOB)
- Facility for RTOs to acknowledge NOBs
- Facility for RTOs to search and view Training Contracts:
  - A view of the current status of Australian Apprenticeship Training Contracts for which they are registered as the RTO
  - Details of all Training Contracts commenced, completed, or due to complete within a selected date range
  - Details of Training Contracts for an individual Australian Apprentice.
- Facility for RTOs to notify the Directorate of information regarding students who have withdrawn from training or left their employer
- Training Contract payment information
- Apply to be a member of the panel of Registered Training Organisations for the Competitive Allocations of Skills Initiatives (CASI) (Attachment A)
- Nominate to deliver training for Australian Apprenticeships (Attachment A)

As stated in the *ACT Requirements for delivery of Australian Apprenticeships training 2011*, the Directorate will notify the RTO through RTO Online of new business. The day after AAC lodgment of a Training Contract, details of the Training Contract will be posted to RTO Online. The date of posting will be recorded by the Directorate as the date of NOB.

- RTOs are required to, within **10 working days** of the NOB, advise the Directorate if this Training Contract cannot be accepted. RTOs must forward an email to funding@act.gov.au advising the reason they are not able to accept the business.

- RTOs are required to complete Training Plans within **8 weeks** of the date the Directorate posts the NOB on RTO Online.

2. User Name and Password

To obtain a user name and password, click on the RTO Online button on the website (http://www.det.act.gov.au/vetadmin) then click on the "Contact TaTE" email link at the bottom of this page. In the email, request a user name and password. A username and password will be forwarded to you via return email.

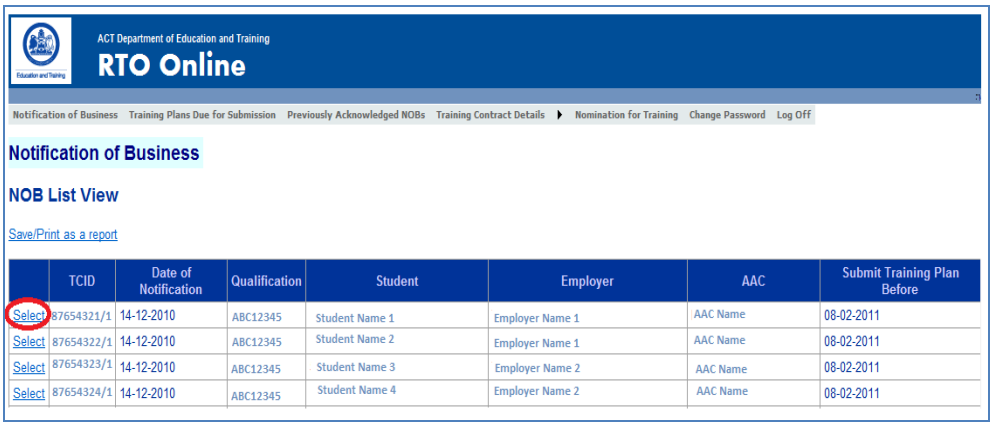
3. Log In

After your RTO has registered as an approved RTO Online user, you can login to RTO Online by assigned User name and Password. Your RTO will only be able to retrieve details of training contracts associated with your organisation.

4. Notification of Business

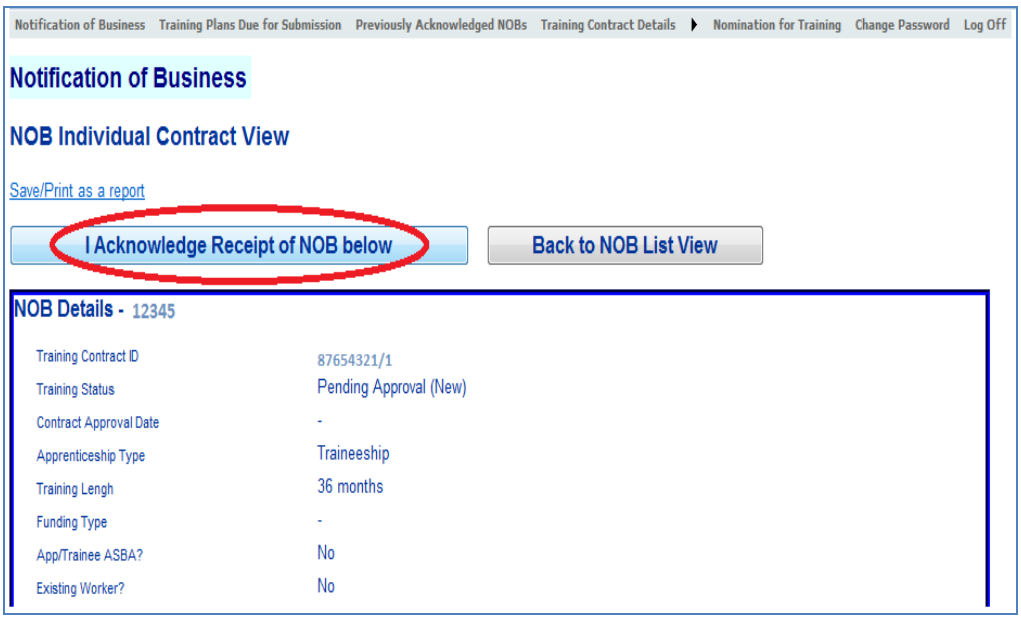
RTO Online notifies RTOs of new Apprenticeship/Traineeship Training Contracts for which they are the nominated RTO. Notification of a new Training Contract (NOB) is displayed and the RTO user clicks through the following sequence to acknowledge the NOB which is listed below:

a. Web page displays key details of new NOB and the *'Select'* button to view more detailed information for NOB.

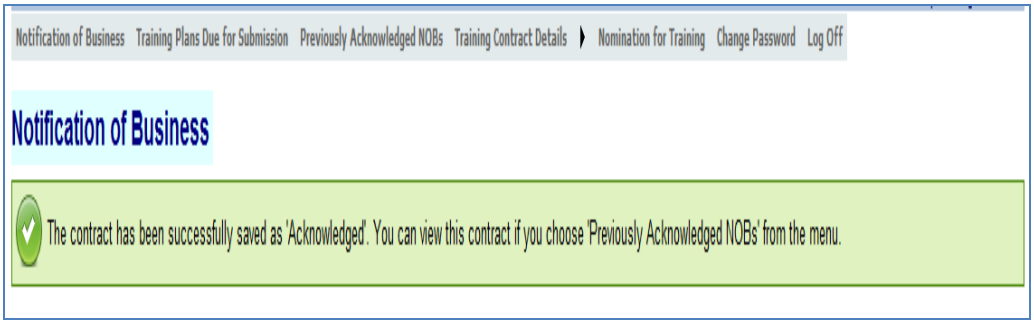

ACT Department of Education and Training
RTO Online
Notification of Business
Training Plans Due for Submission
Previously Acknowledged NOBs
Training Contract Details
Nomination for Training
Change Password
Log Off
Notification of Business
NOB List View
Save/Print as a report
TCID
Date of Notification
Qualification
Student
Employer
AAC
Submit Training Plan Before
Select 87654321/1 14-12-2010 ABC12345 Student Name 1 Employer Name 1 AAC Name 08-02-2011
Select 87654322/1 14-12-2010 ABC12345 Student Name 2 Employer Name 1 AAC Name 08-02-2011
Select 87654323/1 14-12-2010 ABC12345 Student Name 3 Employer Name 2 AAC Name 08-02-2011
Select 87654324/1 14-12-2010 ABC12345 Student Name 4 Employer Name 2 AAC Name 08-02-2011

b. RTO user clicks *'Select'* button to display details of NOB.

c. To confirm the RTO will deliver the proposed training, the RTO user clicks "*I Acknowledge Receipt of NOB below*" button



d. Confirmation message will be displayed once the acknowledgment is complete

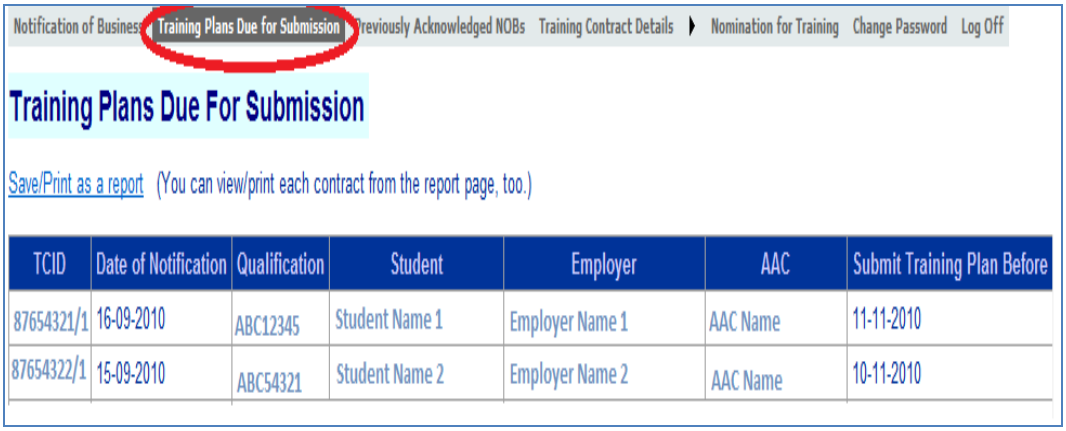

Notification of Business
Training Plans Due for Submission
Previously Acknowledged NOBs
Training Contract Details
Nomination for Training
Change Password
Log Off
Notification of Business
The contract has been successfully saved as 'Acknowledged'. You can view this contract if you choose 'Previously Acknowledged NOBs' from the menu.

e. The Training Contract now has been successfully saved as 'Acknowledged' and the Directorate is notified that the Training Contract is accepted by your RTO.

5. Training Plans Due For Submission

Where your RTO has received a Notification of Business (NOB) via RTO Online, the system displays a list of Training Contracts for which the RTO must submit a Training Plan Report.

The list contains: Training Contract application ID (TCID), Date of Notification (NOB), Qualification, Student Name, Employer Name, AAC name, Training Plan Due Date.

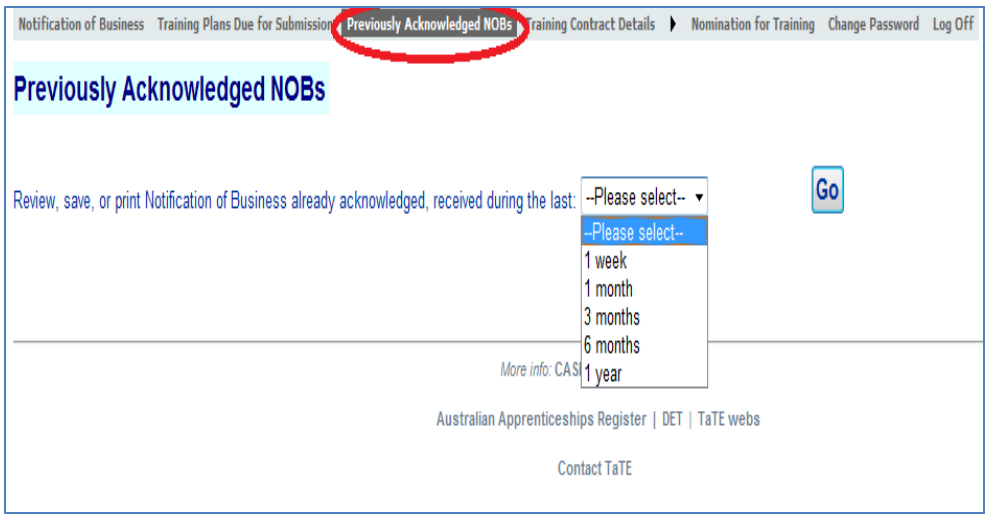


*Please refer to 10.3

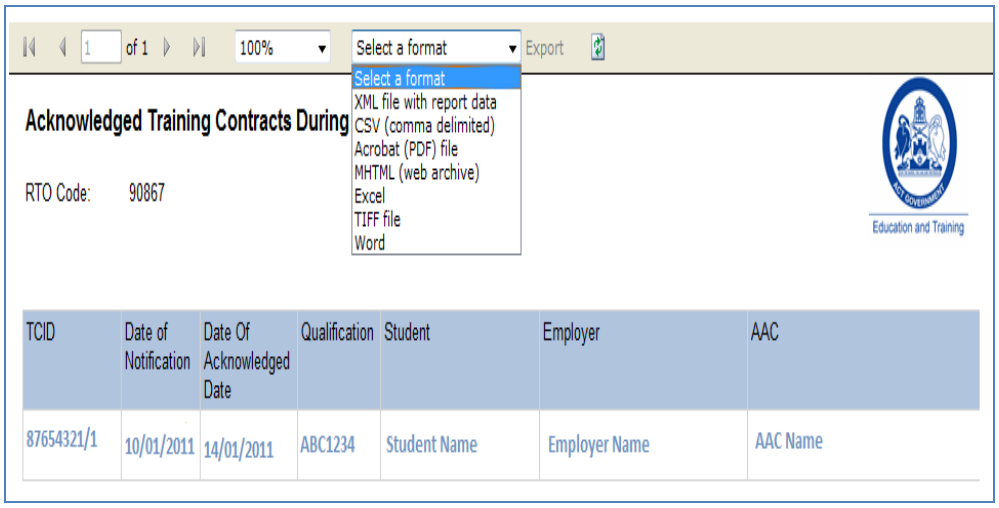
6. Previously Acknowledged NOBs

For Training Contracts previously acknowledged, the NOB alert is no longer visible on the initial page. The RTO user can view this contract if they choose 'Previously Acknowledged NOBs' from the menu.

The RTO user can select to view NOBs previously acknowledged within one week, one month, three months, six months and one year.



To print the details of NOBs received and acknowledged, export the data to XML, CSV, PDF, MHTML, Excel, TIFF or Word format as shown below.



7. Training Contract Details

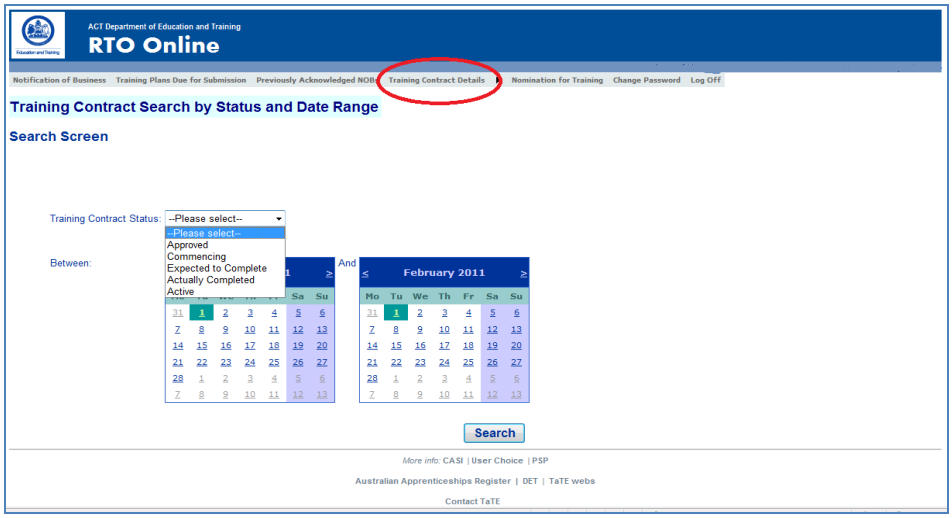
When retrieving Training Contracts, the RTO user can search Training Contracts by:

- Status and Date Range
- Student Name
- File No

7.1 Find by Status and Date Range

When retrieving Training Contracts, the RTO user can search by Training Contract Status within date range:

- Approved: Date Training Contract was approved within the date range selected
- Commencing: Start Date of Training Contract within the date range selected
- Expected to Complete: Expected Completion Date of Training Contract within the date range selected
- Actually Completed: Actual End Date of Training Contract within the date range selected
- Active: Training Contract has been approved, but not yet completed at time of searching.

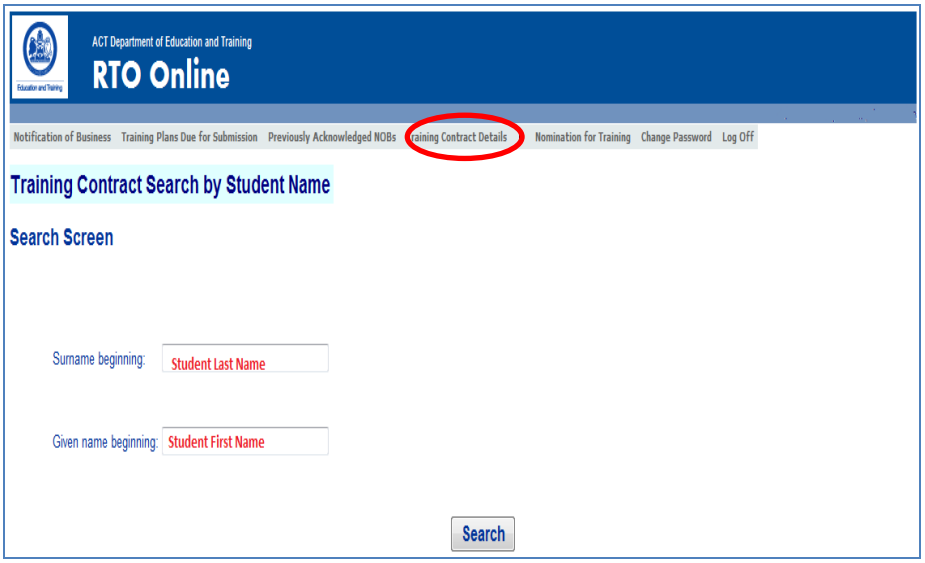


7.2 Find by Student Name

When retrieving Training Contracts, RTO user can search by Student Name:

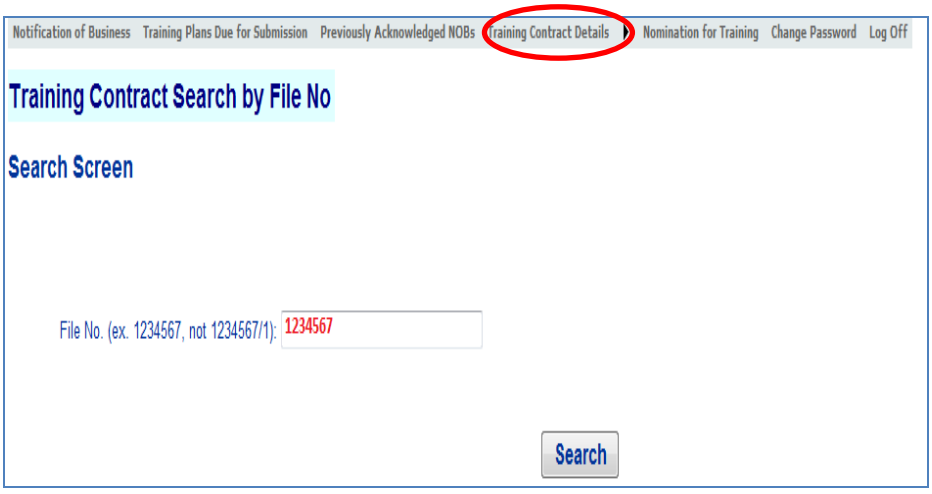
- Surname beginning
- Given name beginning

Note: There should be at least one character in both Surname and Given name field.



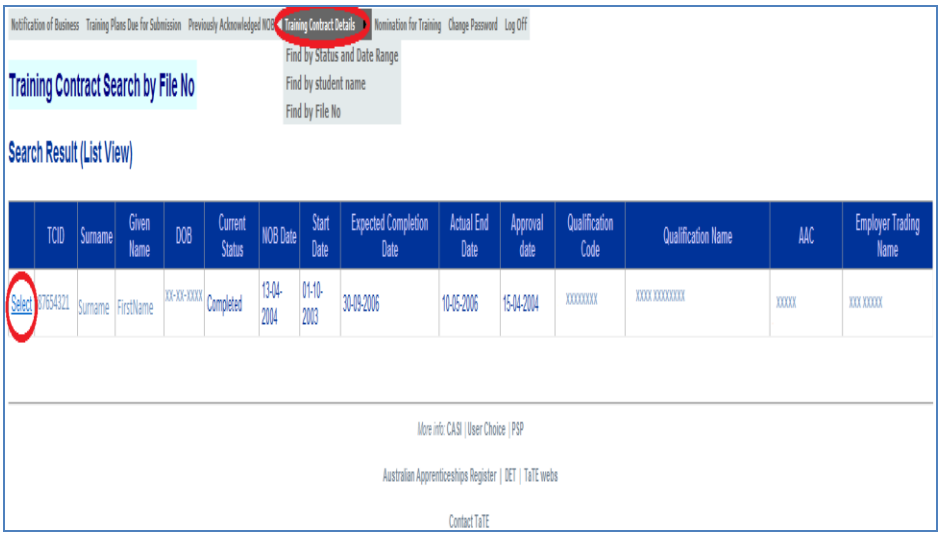
7.3 Find by File No

When retrieving Training Contracts, the RTO user can search by File No.



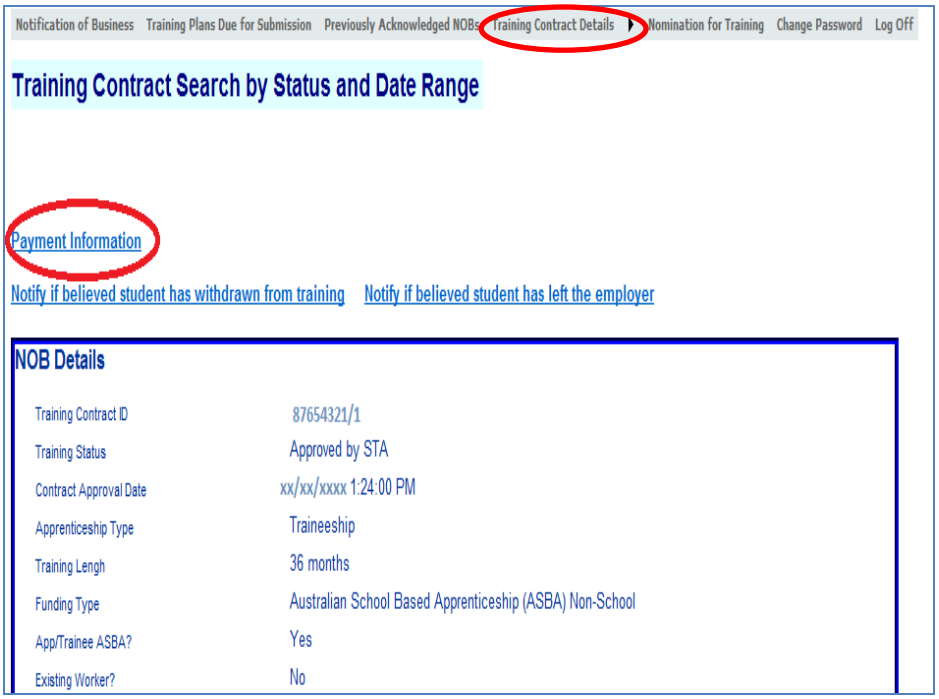
7.4 Sample of Search Result

User clicks *'Select'* button in search result, web page displays details of the individual Training Contract.

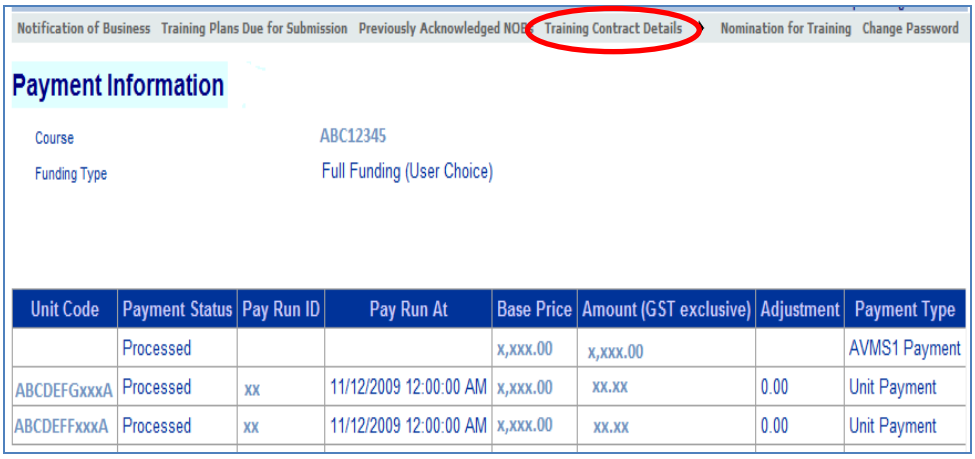


7.5 Payment Information

Web page displays *'Payment Information'* button in the individual Training Contract.



User clicks *'Payment Information'* button to view Training Contract Payment details

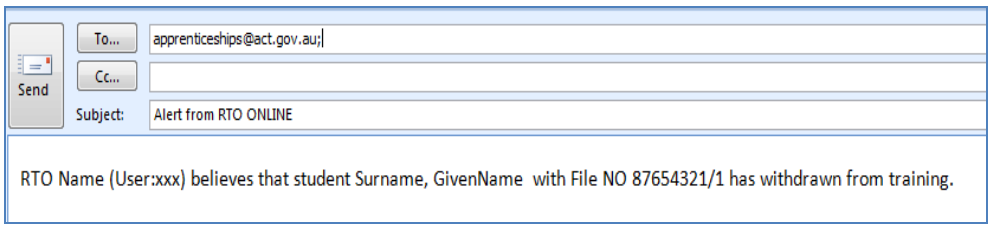


7.6 Student is no longer active in the course

7.6.1 Withdrawn from training

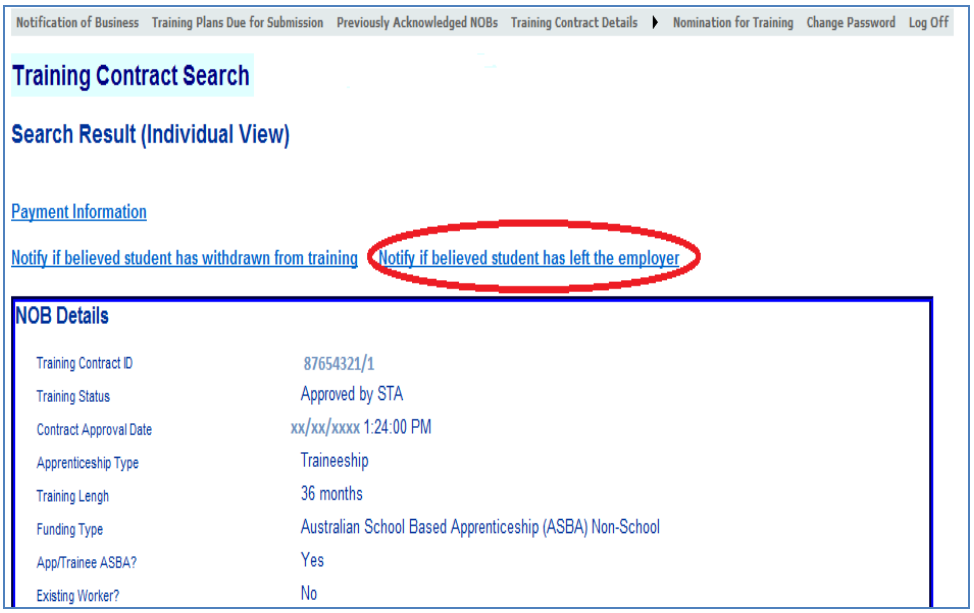
If a student has withdrawn from training (no longer active in the course), the RTO should notify the Directorate by selecting *'Notify if believed student has withdrawn from training'* on the screen below.

A pop-up E-mail notification (apprenticeships@act.gov.au) will assist your RTO to notify the Directorate of any withdrawn student.

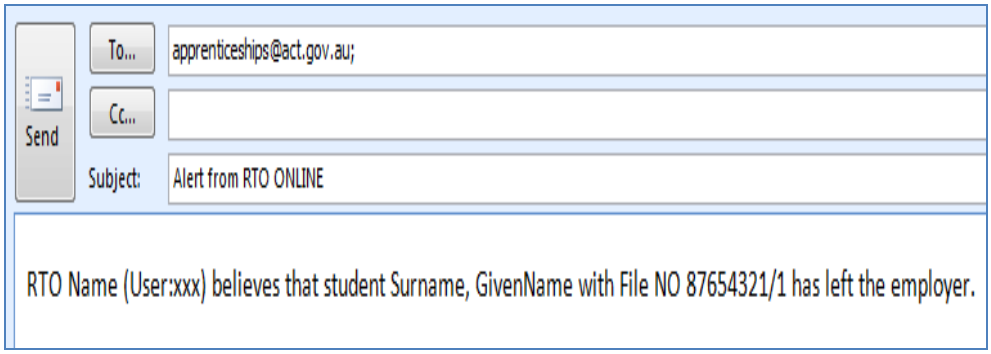


7.6.2 Left employer

If a student has left their employer (no longer active in the course), the RTO should notify the Directorate by selecting *'Notify if believed student has left the employer'* from the screen below.


Notification of Business
Training Plans Due for Submission
Previously Acknowledged NOBs
Training Contract Details
Nomination for Training
Change Password
Log Off
Training Contract Search
Search Result (Individual View)
Payment Information
Notify if believed student has withdrawn from training
Notify if believed student has left the employer
NOB Details
Training Contract ID 87654321/1
Training Status Approved by STA
Contract Approval Date xx/xx/xxxx 1:24:00 PM
Apprenticeship Type Traineeship
Training Lengh 36 months
Funding Type Australian School Based Apprenticeship (ASBA) Non-School
App/Trainee ASBA? Yes
Existing Worker? No

A pop-up E-mail notification (apprenticeships@act.gov.au) will assist your RTO to notify the Directorate of any student who has left their employer.

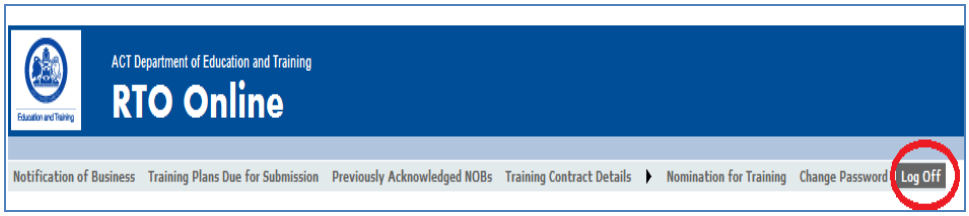


8. Nomination for Training

For instructions relating to nomination for training, please see Attachment A.

9. Log Off

To exit the system, the RTO user clicks on the 'Log Off' button on the main menu.



10. Troubleshooting and Help

10.1 Training Contract Not Found

Your RTO will only be able to retrieve training contracts that are associated with your RTO.

10.2 If Information is Incorrect

If any information on this website is incorrect, please help us to correct it by:

a. Recording the Student File No and Student Name

b. Sending details to funding@act.gov.au.

10.3 'Due for submission' still appearing even though Training Plan Report has been lodged

Although Training Plan Report has been submitted, Non-VEERA users will still have Training Plans appear on the 'Due for Submission' list. For funded Training Contracts, the initial payment is the confirmation that the Training Plan Report has been received by TaTE. If the RTO has already submitted the Training Plan Report and received the initial payment, please disregard this notice on 'Due for Submission' list.

10.4 How to use Internet Explorer 8 with the RTO Online website?

Internet Explorer 8 includes a Compatibility View feature that displays Websites that were created for older browsers as they were designed to appear. You can enable Compatibility View in Internet Explorer: on the Tools menu, click to select the option 'Compatibility View'.

10.5 Contacts

For training matters related to Australian Apprenticeships in the ACT, all enquiries should be directed to Training and Tertiary Education, Education and Training Directorate:
Ph: 02 6205 8555.
For issues related to RTO Online, please email to funding@act.gov.au.

Attachment A: RTO Online (Nominating for Training)

1. Introduction

To nominate for training via RTO Online, click 'Nomination for Training'. This is a web application that enables Registered Training Organisations (RTOs) to nominate to deliver training in the ACT.

Applications for access to RTO Online should be made through an email to funding@act.gov.au. Applicants should provide full details of the RTO name and NTIS Identification Number, as well as contact details for the RTO contact person.

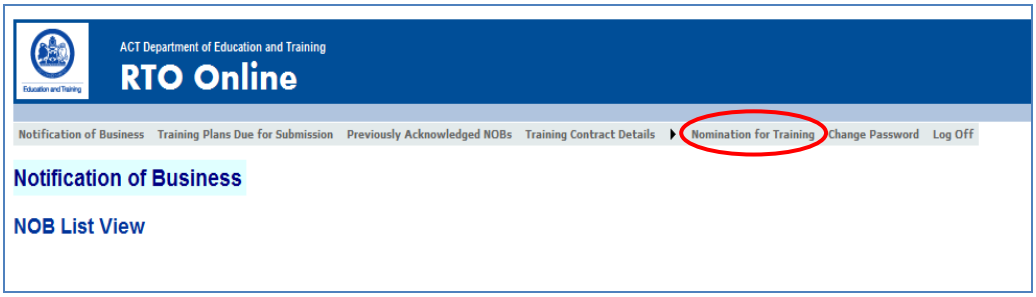
RTO Online provides the following functionality:

- Apply to be a member of the panel of Registered Training Organisations for the Competitive Allocations of Skills Initiatives (CASI) Agreement
- Nominate to deliver training for Australian Apprenticeships
- Ability to add additional qualifications to the RTO's ACT scope, using Form B at any time after approval.

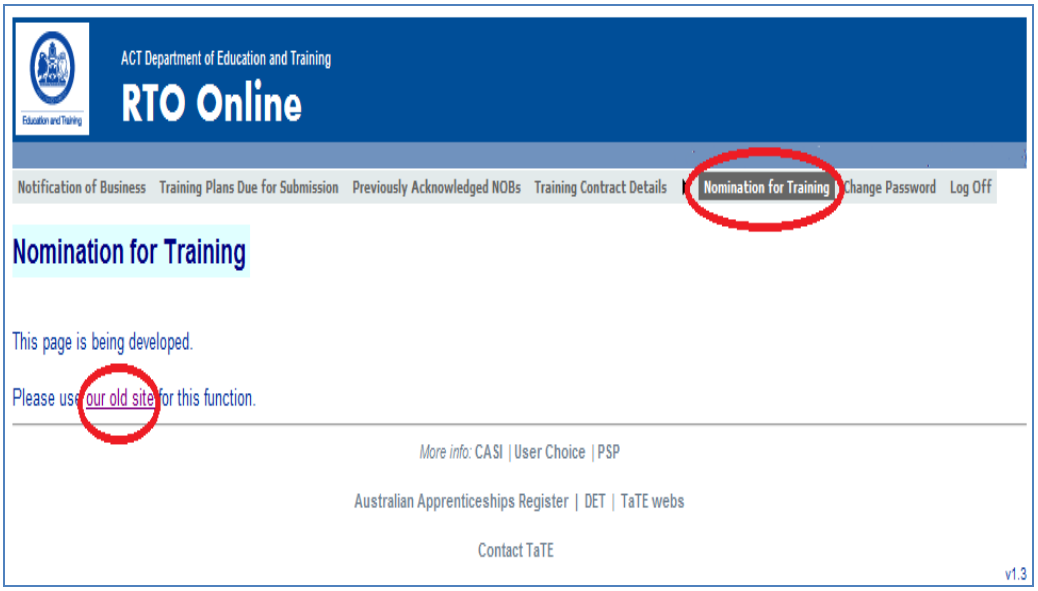
2. Access RTO Online (Nominating for Training)

a. Log on to RTO Online via http://www.det.act.gov.au/vetadmin

b. Select 'Nomination for Training'



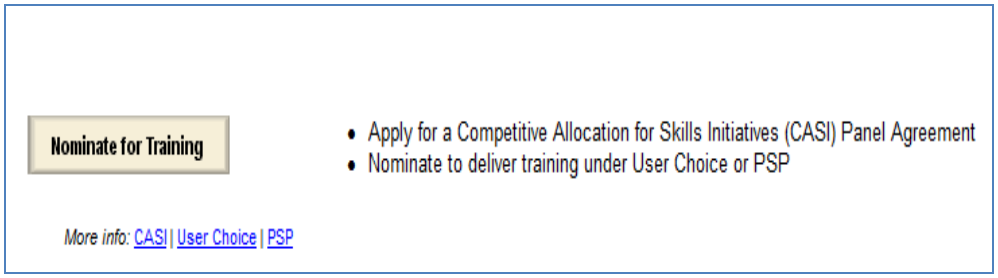
c. Select 'Our old site' to access RTO Online (Nominating for Training)


ACT Department of Education and Training
RTO Online
Notification of Business
Training Plans Due for Submission
Previously Acknowledged NOBs
Training Contract Details
Nomination for Training
Change Password
Log Off
Nomination for Training
This page is being developed.
Please use our old site for this function.
More info: CASI | User Choice | PSP
Australian Apprenticeships Register | DET | TaTE webs
Contact TaTE
v1.3

d. RTO Online (Nominating for Training) appears as below

ACT Training and Tertiary Education
RTOnline
RTO contract information and User Choice nominations
User Login
Username: User Name
Password: Password
VEERA Users: you can use your current Veera Login!
(VEERA Username and VEERA Password)
OK
Reset
Forgot your Password? Email us to request a new password (existing user)
Don't have a login for RTO Online? Email us to request a new login (new user)
Are you a VEERA user?
If using a VEERA Password to access RTO Online, click here if you need to reactivate your VEERA password
Information about VEERA here
ACT VET Admin

e. Click the button 'Nominate for Training' for nomination.


Nominate for Training
Apply for a Competitive Allocation for Skills Initiatives (CASI) Panel Agreement
Nominate to deliver training under User Choice or PSP
More info: CASI | User Choice | PSP

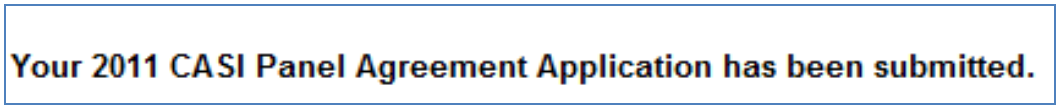
3. Nominations: Application for CASI Agreement

3.1 Application for CASI Agreement

Before applying to deliver training in specific courses, the RTO must first nominate for a Competitive Allocation for Skills Initiatives (CASI) Panel Agreement.

RTO user should:

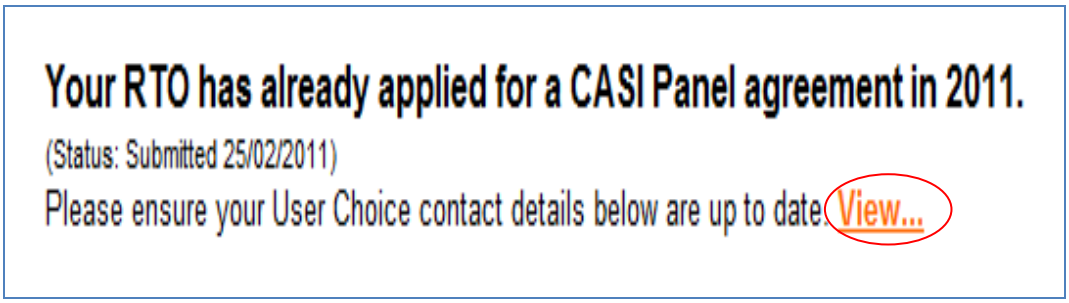
- Click the button 'Apply for a CASI Panel Agreement'
- Enter ACT contact details
- Select funding year
- Click Submit button
- System will show confirmation of submission.



- Go back to main Menu, the submission date will appear.

3.2 Update existing details

If CASI application has already been submitted, the user can follow the same steps as above to update their contact details. A link to 'View' appears in place of the CASI button, and the nomination form appears in Edit mode.


Your RTO has already applied for a CASI Panel agreement in 2011.
(Status: Submitted 25/02/2011)
Please ensure your User Choice contact details below are up to date View...

4. Nominations to Deliver Training (User Choice)

4.1 Nominations to Deliver Training (User Choice)

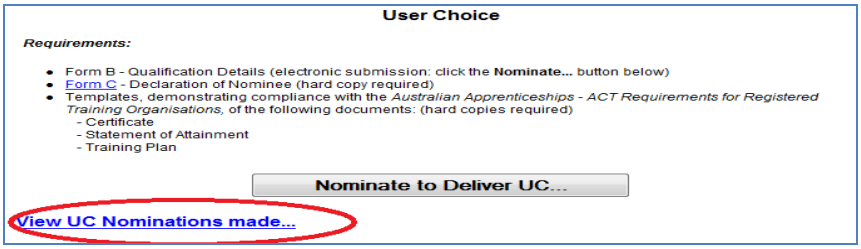
RTO user can select from a list of qualifications within their scope (according to NTIS and available as an Australian Apprenticeship in the ACT) that they wish to deliver under the User Choice (UC) funded program. RTO user must also provide contact details against each qualification when submitting the nomination.

RTO User should:

- Click button 'Nominate to Deliver UC' (Form B). The user can enter ACT contact details, select delivery modes, and select qualifications from list (according to NTIS and available as Australian Apprenticeships in the ACT)
- Enter contact details and select the delivery mode which will apply as the default for each qualification to be submitted
- Select funding year
- Select the qualifications that the RTO wishes to deliver as an Australian Apprenticeship in the ACT
- Click Submit button

4.2 View Submitted Nominations

View Nominations Made to Deliver Training (UC): Reports are available to list details of nominations made.


User Choice
Requirements:
Form B - Qualification Details (electronic submission: click the Nominate... button below)
Form C - Declaration of Nominee (hard copy required)
Templates, demonstrating compliance with the Australian Apprenticeships - ACT Requirements for Registered Training Organisations, of the following documents: (hard copies required)
- Certificate
- Statement of Attainment
- Training Plan
Nominate to Deliver UC...
View UC Nominations made...

5. Troubleshooting and Help

5.1 Are you a VEERA user?

VEERA Users: you can use your current VEERA Login (VEERA Username and VEERA Password). Detail about the 'VEERA Online Help' and 'VEERA assistance' available at the *VETadmin* page, available at http://www.det.act.gov.au/vetadmin.

5.2 If Information is Incorrect

If any information on this website is incorrect, please help us to correct it by sending details to funding@act.gov.au.